

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DHR0228704**

DATE POSTED: **05/12/14**

POSITION NO: 208229

CLOSING DATE: **05/23/14**

POSITION TITLE: **Human Resources Analyst**

DEPARTMENT NAME / WORKSITE: **DHR/Department of Personnel Management/Window Rock, AZ**

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: Y64A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.:            \$ 39,228.80 PER ANNUM

SEASONAL: ☐ DURATION :            \$ 18.86 PER HOUR

TEMPORARY: ☐           

**DUTIES AND RESPONSIBILITIES:**

Provides technical assistance in areas such as recruitment and selection, qualification assessment, performance evaluation, interprets and explains established human resources policies and procedures; provides orientation and training regarding personnel policies and procedures. Develops recruitment and selection plans and materials; reviews and completes qualification assessments on employment applications to determine whether the applicants meet the requirements for job vacancies, promotion, transfer and acting status assignments; prepares and submits written documentation of the results of the assessment process to the hiring authority. Prepares a variety of reports, correspondences and analyses for divisions, departments/programs requiring a thorough understanding of human resource management policies and procedures; participates in the development and presentation of training sessions for staff and employees; attends training, meetings and conferences to develop and maintain professional competence; provides guidance to supervisors/employees regarding the Personnel Policies Manual.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Human Resource Management, Personnel Management, Business Administration or a related field; and two (2) years of experience in human resources including recruitment, compensation, classification, employee relations, performance management or training.

**Preferred Qualifications:**

- PHR Certification; FMIS Certification.
- Basic Management Training.
- Specialized human resources experience in recruitment, compensation, classification, employee relations, performance management or training.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

***A favorable background investigation is required.***

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**